Nassau County Board of Elections



REFERENCE GUIDE FOR INSPECTORS

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COMMISSIONERS OF ELECTIONS



Nassau County Board of Elections Information for Elections Inspectors

This information is designed for Election Inspectors entrusted with conducting Primary, Special and General Elections.

It is the task of the Inspector to render the best possible service to all voters on Election ay. A study of this booklet should enable you, the Inspector, to do the work expected by the electorate as well as by the Board of Elections.

A Message to Inspectors

As an Election Inspector, you play an essential part in the process that enables citizens to exercise their constitutional right to vote. The success of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

What voters experience at the polls is the only part of the election system that they observe regularly. Consequently, the impression that you leave with the voters strongly influences their overall view of the election system. We trust that you, as a representative of your County Board of Elections and your political party, will strive to perform your duties in a way that gives voters confidence in the fairness and effectiveness of the system.

This Reference Guide, the County Board of Elections' training course and the other aids supplied to you describe your responsibilities in detail. We believe that the essence of your job lies in two main goals: To help qualified voters to vote; and to ensure that their votes are properly counted. You can accomplish these goals by maintaining a helpful attitude and by applying election law and procedures as you have learned them.

The work of an inspector can be complex and often tiring, but when you have done the job well, you will know that the voters of your Election District have been well served. On their behalf, and on behalf of all the county's citizens, we thank you for your service.



Commissioners of Elections

Table of Contents

i	Emergency Ballots	12
	CHAPTER 5	
1	Identification Requirements	14
1	Who is Required	14
2	Identification Proofs	15
2		
2	CHAPTER 6	
2	Affidavit Ballots	18
3	Affidavit Ballot Procedures	18
3	Notice to Voters	20
3	Affidavit Ballot Envelope Samples	21
4		
	CHAPTER 7	
	Providing Voter Assistance	23
5	Procedures for Assisting Voters	23
5	Oath by Persons Assisting Voter	24
6		
7	CHAPTER 8	
8	<u>Electioneering</u>	25
9	Exit Polls and Media	25
	CHAPTER 9	
10	Who Can Challenge A Voter	27
10	Challenges	27
11	Procedures	27
	Challenge Reports	29
12		
	1 1 2 2 2 2 2 3 3 3 4 5 5 6 7 8 9	CHAPTER 5 Identification Requirements Who is Required Identification Proofs CHAPTER 6 Affidavit Ballots Affidavit Ballot Procedures Notice to Voters Affidavit Ballot Envelope Samples CHAPTER 7 Providing Voter Assistance Procedures for Assisting Voters Oath by Persons Assisting Voter CHAPTER 8 Electioneering Exit Polls and Media CHAPTER 9 Who Can Challenge A Voter Challenges Challenge Reports

CHAPTER 10

Primary Election	31	CHAPTER 15	
		Every Ballot Counts	46
CHAPTER 11		Ledger Book	46
Voting Procedures	32	Court Orders	46
How to Vote Electronically	32	Replacement Ballot	47
		Affidavit Ballot	47
CHAPTER 12		Found Ballot	47
Spoiled Ballots - Fled Ballots	34	Un-scanned Ballot	48
Spoiled Ballots	34	Adding it All Up	48
Fled Ballots	35	Unused Ballots	48
		Check Off List	49
CHAPTER 13		CHAPTER 16	
Inspector Assistance - DS200	37	Seals Verification Report	50
Messages	37		
Under Vote	38	CHAPTER 17	
Over Vote	38	It's In the Bag	51
Possible Mistakes	39	Red Data Bag	51
		Blue 'Spoiled' Bag	52
CHAPTER 14		Orange 'Affidavit' Bag	52
Closing the Polls	41	Green 'Un-Scanned' Bag	52
DS200	41		
Emergency Bin	41		
Ballot Box	42	Sample Tape Reports	53
Locking the DS200	42	Glossary	56
Election Results	43	Index	59
Return of Canyass - Closing	45		



Opening Your Polling Place

nspectors must arrive at poll at 5:15 am. The polls open at 6:00 am. If the building is locked when you arrive, immediately call the Board of Elections number printed on the YELLOW card in your folder. If your board has no chairperson you should elect one, and then follow these procedures:

- 1. Take inventory of the supplies in your suitcase. Make sure you have in your suitcase:
 - Green Un-Scanned Ballots bag
 - Blue Spoiled Ballots bag
 - Orange Affidavit Ballots bag
 - SPOILED stamp
 - IN THE PLASTIC SUPPLY ENVELOPE
 - Affidavit ballot envelopes (2-sided in English and Spanish)
 - Sealed Poll Ledger books including Inspector Remarks & Challenge Report
 - Privacy Folders (manila folders)
 - Street Maps (2)
 - o Payroll, Organization of the Board, Oath of Office
 - o Reference Guide for Inspectors (in yellow folder)
 - o Opening & Closing Handbook
 - Red Data bag with keys, seals and Election Code
 - Supplies folder: pens, paper clips, scotch tape, thumb tacks, name labels
 - Yellow Folder: Language Assistance Information, Poll Inspectors' Reference Guide, Yellow Emergency Numbers

Card, TAD Table Identity Sign, Street list and Map, Qualification of Oath

2. Set up your polling place.

Inspectors are to wear identification badges. Put a copy of the street list and map for your Election District on the table for easy reference.



Note

Prominently display your Town/Assembly District/Election district by your table. Explain to voters the Correct Way to Mark a Ballot.

- 3. THE DS200 SCANNER: Confirm that the license plate on the DS200 is the correct voting machine for your Election District.
 - ❖ To Open the DS200, use the "Election Day Opening & Closing Handbook" provided with your supplies
 - One Inspector reads the steps, while a second carries them out
- 4. Complete the Opening of the Return of Canvass (sample on page 4).
- Enter the public and protective counter numbers (The protective counter number represents the number of times this machine has been voted on since it left the factory.) Fold neatly and place tape in the Red Data Bag. Have all Inspectors sign the statement certification at the bottom of the page.
- Inspect all the seals. Have one chairperson read off the numbers while the other records the numbers on the Seals Report of the Return of Canvass
- 7. Open the Emergency Ballot Bin (top door) of the Scanner make sure it is empty. Re-close leaving the flap up.
- 8. Open the Ballot Bin Door and remove the Blue Tote Bin, extension cord and privacy screens. Remove seal from Blue Tote bin and record on Seals Report. Locate the ballot pads inside the bin for your Election District. Return Blue Tote Bin to the Ballot box, opening flaps inside to allow for ballots to drop.

Note

If the pads are not for your Election District contact the Board. Remember to record the ballot pad numbers on the Return of Canvass

- 9. <u>Place one pad on your table</u>, keeping the remaining pads in your suitcase until needed. Have pens available for the voters.
- 10. Discuss work assignment and breaks with the Chairperson.

11. SIGN THE PAYROLL.

Remember you cannot open the polls until at least one Inspector from each political party has arrived. A board of inspectors can legally function as long as one inspector from each party is present.

If you are short an Inspector and there are other election districts in your polling location, see if you can borrow an Inspector from that board. If an Inspector does not arrive, check to see if they are simply delayed. If the Inspector will not be working, notify the Board of Elections.

The chairperson then administers the Oath of Office to the substitute who neatly prints his/her name, address and social security number on the payroll sheet. Sign both the oath and the payroll. Put an 'X" over the information on the payroll for the non-working inspector.



COUNTY OF NASSAU Return Of Canvass



Town or City:	
Assembly District	Election District:
Poll Location:	Election District.
1 both temperaturated to	
_	Opening of Polis
Protective Counter Number At Opening:	
Public Counter Number on Optical Scar	nner At Opening:
Number of Ballot Pads Delivered:	Number Sequence from 1 through:
	Closing of Polis
DO NOT REMOVE DATA STICK FROM	M SCANNER UNTIL ALL T/ ÉS FINISH PRINTING
	CHINE POWERS OFF
A. Number of Court Orders processed	
B. Protective Counter Number & Closing	
C. Public Counter Number on Optical Sc	
D. Number of Spoiled Ballots	(If none write "0")
E. Number of Affidavit Ballots	((if none write "0")
F. Number of unacanned Eme v	Bal 1ts. ((If none write "0")
G. TOTAL NUMBER C" BALLO S.	(Add lines C D E and F)
Number on next sequently upper it ball	1 stub
Ooth Must Plan	at Opening and Closing of Polis
	NS OF THIS ELECTION DISTRICT, HEREBY
CERTIFY THAT THE AF DIVE AND THE	E FOLLOWING STATEMENTS ARE CORRECT IN
	RING THE EXAMINATION, EACH MACHINE WAS ERATION, AND THAT NO INSPECTOR OR
ANOTHER PERSON TOUCHED THE I	INTERIOR OF ANY MACHINE OR ITS MECHANISM.
	-
	<u> </u>
	Investigation of Plants and Ottober
Inspectors of Election at Opening	Inspectors of Election at Closing

Appointment of Inspectors

Inspectors of Elections are appointed by the Board of Elections annually. They hold office for the full term provided they perform the duties of the office to the satisfaction of the Board of Elections and remain a qualified voter in the County. Each Inspector must be recommended for appointment by the County Chairman of their political party. On the County Chairman's recommendation, the Board of Elections must replace them with a new appointee.

Organization of the Board

Inspectors are responsible for the conduct of the election within the boundaries of their Election District. They elect a chairman of the Election District Board (by lot if a majority cannot agree).

All permanent Inspectors must take the Oath of Office and sign oath on the left side of the form. Temporary substitutes must take the oath and sign on the right side of the form. If there are permanent replacements, they must take the oath and sign on the left side of the form.

This form is to be returned to the Board. Your name, address, phone number and social security number must be included on the form

Your social security number is not used for FICA. Our computer system uses social security numbers to make sure that you are not in the system more than once.

Inspector's Overall Duties

Inspectors should be familiar with:

- 1. Voter qualifications.
- 2. Registration Procedures.
- 3. Enrollment Procedures.
- Various ballot and special voting procedures.
- 5. How to operate the DS200 Scanner.
- 6. Procedures for Emergency ballots.
- Procedures for challenging votes.
- 8. Canvassing vote results.

Duties of Chairperson

- Accounting for and distributing all election district supplies.
- Ensuring that all required forms are filled out completely and accurately.
- Making Inspector duty assignments, and arranging for meal times and short breaks.
- 4. Making sure payroll is signed. Chairperson signs twice.
- RETURN SUPPLIES to the POLICE PRECINCT. Please have Red Data Bag with keys outside the suitcase. Hand both to an officer.

To Serve As An Inspector, You:

- Must be a registered voter and resident of the county in which you work.
- Cannot hold any public elective office or be a candidate for any public office or party position to be voted by voters of the district in which you will work.
- May not be the spouse, parent or child of a candidate running for office in the district in which you will work.
- Must be able to clearly speak, read and write the English language.
- Must be certified as an inspector by the County board of Elections after having attended an official training class and passing a written test.

Sample Oath of Office and Organization of the Board

All inspectors are required to take the Oath of Office and sign below.

OATH OF OFFICE

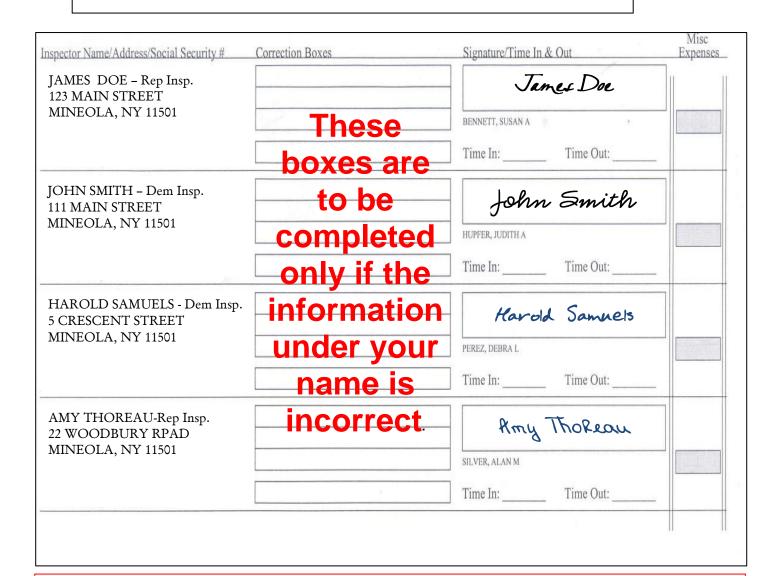
"I do solemnly swear or affirm that I will support the constitution of the United States and the Constitution of the State of New York, and will faithfully discharge the duties of INSPECTOR OF ELECTIONS in the County of Nassau to the best of my ability."

CHAIRPERSON/INSPECTORS

<u>Party</u>	Fill out all information for each Chairperson and Inspector.		
<u>DEM</u>	Name		(print name here)
	Signature		
	Address		
	Phone#	Cell#	
<u>DEM</u>	Name		(print name here)
	Signature		
	Address		
	Phone#	Cell#	
<u>REP</u>	Name		(print name here)
	Signature		
	Address		
	Phone#		
<u>REP</u>	Name		(print name here)
	Signature		_
	Address		
Phone	e#		

Organization of the	<u>ie Board</u>		
(INSPECTORS ONLY)			
We, the above members of this board agree that (print)_the next year's Chairperson of this Election District.		shall be	
Signatures:			
Dem	Rep		
Dem	Rep		

Payroll





There are separate payrolls for each Primary, Special, and General Elections. Payroll records are to be completed and returned with the supplies for each election. Inspectors will be paid separately for each election that they work.

All Inspectors, Translators and Poll Coordinators who work must sign the payroll, and the Chairperson must sign in two places. Carefully print the name and address of all new Inspectors, substitutes, and extra clerks. Errors on payroll sheets will delay payment so be careful and accurate. You must enter your social security number on the payroll.

Chapter 3

YOU ARE IN CHARGE

Conduct of Election/Preserving Order/Poll Watchers

Y

ou are in charge. However, if you have any problems or concerns or a voter questions your authority, call the Board of Elections (see Yellow card) for a ruling.

POLL WATCHERS

A poll watcher is a representative of a candidate, political party or independent group who observes the election.

In a primary or general election, any candidate on the ballot, or any political committee, may have three watchers for each election district at any one time.

Poll Watchers are entitled to:

- 1. Be present at the polls from 15 minutes before the opening. They may also be present after the closing of the polls until the signing of the Inspectors' Report and the proclamation of results.
- 2. View the unlocking of the voting machine. However, they must not handle any of the election records or machinery.
- 3. Challenge persons who they believe are not qualified to vote.
- 4. Observe the canvass of the vote.

NOTE: <u>Poll Watchers may not assist, in any manner</u>, in the conduct of the elections or participate in any electioneering at the polling site. Only one Watcher from each political party, committee or independent body may be within the guardrail at any time.

POLL WATCHER CERTIFICATION

All Poll Watchers must have a written certificate issued by the chairperson or secretary of the political party or independent body or candidate. In a primary, this can be signed by two or more candidates. The certificate must be given to the Board of Inspectors of each election district in which the Poll Watcher serves.

Poll Watchers must be qualified voters in the county in which they serve. They may be a committee person or candidate. Watchers may be relieved by another Watcher, but all must have certificates.

Please note: Poll Watchers are NOT entitled to any copies of Results tapes.

Chapter

VOTING MACHINE TROUBLE

Emergency Ballots

If you have any trouble with the DS200 Scanner and you cannot correct the problem contact the BOE. The phone number is on your contact card.

There are NO separate Emergency Ballots – everyone uses the same ballot.

- 1. In the event of a breakdown, open the door of the Emergency Bin with the silver key.
- 2. Pull the silver flap down and re-lock the door.
- 3. Take a strap seal from the **Red Data Bag**, record the number on the Seals Report and seal the Emergency Ballot Bin door.
- 4. Have the voter place their completed ballot into the slot of the EMERGENCY Bin. DO NOT FOLD BALLOT
- 5. When the DS200 is repaired, re-open the Emergency Bin and lift the silver flap to prevent any further ballots from being placed in it; place a new strap seal (*from Red Data Bag*) and record the new seal number on the Seals Report.
- 6. At the end of the evening, a bipartisan team will re-open the EMERGENCY Bin and scan these Emergency ballots.
- 7. When scanning any ballots that have <u>Errors, Under-Votes</u> or <u>Over-Votes</u>, must be ejected from the scanner and put into the **GREEN UNSCANNED BALLOTS** bag.
- 8. These un-Scanned ballots must be accounted for on the Un-Scanned check-off list on the back page of the Return of Canvass.



Note:
VOTERS DO NOT
SIGN
EMERGENCY
BALLOTS.

Emergency Ballots do <u>NOT</u> get put in an Affidavit Envelope



9. In the event there is a machine breakdown at the end of the evening <u>all</u> of the un-scanned ballots must be placed in the **GREEN UNSCANNED BALLOTS** bag.

Chapter 5

IDENTIFICATION REQUIREMENTS

Who is required to show identification?

All voters listed in the poll ledger with an **ID** icon next to their names must present **EITHER**:

(1) Current and valid photo identification with the voter's name and picture.

-- OR -

(2) A copy of a current utility bill, bank statement, government check, paycheck or government document that shows the name and address of the voter.

If the voter is unable to present one of the above, he or she is not permitted to vote on a voting machine. Tell the voter that he or she is entitled to vote by **Affidavit Ballot**, which will be duly counted and offer the voter an affidavit envelope. The voter may choose to decline to vote by affidavit, and may return to the polling place with identification or go to Supreme Court and ask to present his or her case to a judge, but do not require the voter to do either.

(1) Photo Identification – examples include, but are not limited to:

Note: Photo identification does not require the voter's address. Most identification does not have an expiration date; assume that it is current <u>unless</u> it has an expiration date and it has expired. Assume that photo identification is valid so long as it shows no signs that it has been altered or fabricated.

- √ NY or out-of-state driver licenses
- ✓ Passports
- ✓ Student identification cards
- ✓ Photo debit or credit cards
- ✓ Pilots' licenses
- ✓ Discount cards issued to senior citizens or persons with disabilities by a public authority
- ✓ Employee or volunteer identification cards

- ✓ Non-driver identification cards
- Military or military dependent identification cards
- ✓ Insurance plan identification cards
- ✓ Pistol or firearms permits
- ✓ Government photo identification cards
- ✓ Access-A-Ride cards
- Health club identification cards
- ✓ Or any other form of photo identification that includes the voter's name and shows no signs of being fabricated or altered.

(2) Utility Bill, Bank Statement, Government Check, Paycheck or Government Document – examples include, but are not limited to:

Note: A document is current if it bears the voter's current address.

- ✓ Utility bills include: bills from electric, gas, heating oil, propane, water, telephone, or cable providers
- ✓ Bank statements include: bank statements, investment
 account statements, brokerage statements, pension fund
 statements, dividend checks, or other correspondence from a
 financial institution to a person with an established relationship
 with the institution
- ✓ Government checks include: Social Security Administration check statements, government or military paychecks or paycheck stubs
- ✓ Paychecks include: a paycheck, paycheck stub or any document or statement provided to an employee by his or her employer evidencing income

✓ Other government documents include:

- ✓ Voter registration cards
- ✓ Electronic benefit transaction (EBT) cards
- ✓ Public housing lease or rent statements and agreements or rent statement agreements provided pursuant to subsidized housing programs
- Correspondence or bills from a federal, state or local government
- ✓ Hunting, fishing or trapping licenses
- ✓ Unemployment insurance statements

- ✓ Interim driver licenses or computer-generated learner permits
- ✓ Tuition statements or bills from public colleges and universities (e.g., SUNY and CUNY)
- ✓ Public housing identification cards
- Government homeless shelter or transitional housing identification cards
- Discharge certificates, pardons or other official documents issued in connection with the resolution of a criminal case,

- ✓ Tribal identification cards
- ✓ Any document or statement provided to a taxpayer evidencing income or eligibility for a tax deduction or tax credit
- ✓ Social Security Administration benefits statements

- indictment, sentence or other matter, in accordance with state law
- ✓ I.R.S. statements
- ✓ Insurance cards issued pursuant to government administered or subsidized health insurance programs (e.g., Medicare and Medicaid cards)

Chapter

AFFIDAVIT BALLOTS

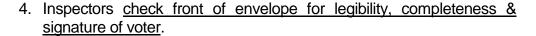
If a voter is not found in the ledger book, first check for misspelling or check map for address in your Election District. Then, if the voter belongs in your Election District, they can vote by Affidavit **only** if:

- a. Voter's name appears on Inactive List in the back of the poll ledger book and they have not moved from the address listed. (BOE *will notify the voter that their record will be reinstated as Active*);* or
- b. Registered voter recently moved into your Election District; or
- c. Voter lives in your Election District, but <u>name is missing.</u>



AFFIDAVIT BALLOT PROCEDURE

- Carefully remove the ballot from the pad and check off the AFFIDAVIT box on the ballot pad & cross out a number on the Affidavit check off list on the back of the Return of Canvass.
- 2. **Fold the ballot (in 4)** and place in the Affidavit Envelope before handing it to the voter.
- Instruct voter that they are to fill out all questions on the envelope and sign the front of the envelope only – not the ballot. Direct voter to a privacy booth to mark the ballot and advise them to return to your table, where they will place the Affidavit Ballot Envelope into the Affidavit Ballot Bag.



- 5. A Republican & Democratic Inspector must enter the Town/AD/ED & initial the envelope after the review.
- 6. Voter places Affidavit Envelope in the sealed **ORANGE AFFIDAVIT BALLOTS** Bag.





DO NOT let any voter in the wrong T/AD/ED vote by Affidavit. (*Their vote will not be counted*. Have them see the Poll Coordinator for their correct Election polling place location).

DO NOT let any voter place an Affidavit Ballot in the scanner

* A new federal law has been established to update and correct voter lists in all counties in the United States.

In conjunction with the U.S. Postal Service, your local Board of Elections is notified by the Post Office that mail has been forwarded from an address. This could constitute a move by a voter.

The Board of Elections then sends out a confirmation notice asking voters to verify whether or not they have moved. If voter responds that they have not moved, their status will be changed back to active.

However, if the voter does not respond they will be placed in inactive status. In order to be reinstated to active status and allowed to vote, they must contact the Board of Elections. If a voter on the inactive list comes to vote and has not moved, they may vote by <u>affidavit ballot</u> - **not on the machine.**

NOTICE TO VOTERS

(Section 8-302(3-a) NYS Election Law)

IF YOUR POLL RECORD IS MISSING, OR FOR A PRIMARY ELECTION YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED.

YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. <u>AFFIDAVIT BALLOT:</u> If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in Nassau county, (and in a primary election, that you are also enrolled in the appropriate party) the election inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened, to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified if your ballot is not cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then refolded and counted. In this manner, the secrecy of every vote is maintained.

2. <u>COURT ORDER:</u> You may obtain a court order directing the election inspectors to allow you to vote on the voting machines. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

571-2411

Affidavit Ballot – Front - English

The address where you refer to the size of the second of	;		111111111111111111111111111111111111111
Your name	Affidavit Oath		This Section
Your name	for		
The address where you live Desire of birth D	Your name		
The address where you live Only Theory Williags Date of birth Petro exhault such two that applies to you and fill in the appropriate blocks Petro or that has the applies to you and fill in the appropriate blocks Petro exhault such two that applies to you and fill in the appropriate blocks Petro exhault such two that applies to you and fill in the appropriate blocks Petro exhault such two that applies the your and fill in the appropriate blocks Petro exhault such two that applies the your and fill in the applies blocks Petro exhault such two that applies the such is closed blocky or feer Verification, and it remarks a day applied only in the distribution, and your previous and places or the distribution of the petro block of the petro b			Board
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No. Registed parts No. Adverse or P.O. Bits	Date of birth		Use Only:
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Regulated To Date:			☐ Na. Regulated
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Vesting information Vest name was			Domes.
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New York State Offer Year previous state or New York State County was T _ AD _ Sould P _ Sou			Reg (iono seese add)
New York State CMV number Sound A			T AD ED
Last four digits of your Social Security number: X X X - X X X - X X X - X X X - X X X - X X X - X X X - X X X - X X X - X		New York State CMV number	Soud P
Democratic party Vision flame party Other		Last four digits of your Social Security number: X X X - X X -	
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Chapter

PROVIDING VOTER ASSISTANCE

Any voter who states under oath that they require assistance in voting may request help from the Board of Inspectors or from a person he or she designates, provided that the individual is not the voter's employer or union agent. Remember that voters who request assistance must be treated with genuine politeness and helpfulness.

The time limit for a voter in the privacy booth is 3-minutes but use your discretion. Children may accompany a voter to the voting booth.

Inspectors shall assist any voter who:

- 1. Cannot read or write English; or speak English and needs a translator (a Spanish translator may be assigned to your polling location. If there is no translator at your polling location either call, or have the voter call, the Board of Elections' Spanish hotline (see Yellow card in folder).
- Is physically handicapped and cannot, unless aided by another person, mark a paper ballot; this person would be referred to the Poll Coordinator for assistance.

Procedure for assisting the voter:

- 1. Whenever possible, instruct the voter on how to mark the ballot before they go to the privacy booth.
- An Inspector SHALL STAND NEAR the DS200 NOT near or by a voter, in instructing the voter how to put the ballot into the scanner, if necessary and to answer any questions. THE VOTER MUST BE GIVEN HIS VOTING SPACE.
- 3. If a voter asks for further instructions concerning the manner of voting after entering the ballot into the DS200 Scanner, an Inspector from each political party may provide those instructions. The Inspectors should then allow the person to vote alone.

- 4. The Inspectors or Translator must not influence the voter, or disclose the vote to anyone else unless required to do so in a legal proceeding.
- 5. On the Challenge Report, write the name of the assisted voter and the name and address of persons who assisted the voter.
- 6. The New York State Election Law (Section 8 306, Subdivision 5) requires that any person, other than an Inspector or Translator, who assists a voter in the voting process take the following oath, administered verbally by an Inspector:

OATH BY PERSONS ASSISTING A VOTER

"I will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any or for any particular candidate, and I will not keep or make any memorandum or entry of anything occurring within the booth, and I will not directly or indirectly, reveal to any person the name of any candidate, voted for by the voter, or which ticket he had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding."

For Voter Assistance using the DS200 Scanner – see Chapter 13

Chapter

ELECTIONEERING

Post your signs - NO ELECTIONEERING WITHIN 100 FEET OF ENTRANCE TO BUILDING

Any electioneering, including but not limited to: soliciting voters, distributing, wearing or carrying political literature, posters, banners, or buttons **is prohibited**.

Candidates, representatives or County Committee Members must have a Watcher's Certificate.

Electioneering is not precisely defined in the law. If in doubt, call the BOE (see Yellow card for contact number).

EXIT POLLS AND MEDIA

Exit polls conducted by the media are not electioneering. However the following guidelines should be observed when exit polls are conducted at the polling site.

Please Note: MEDIA MUST HAVE AN ACCESS LETTER FROM THE COMMISSIONERS OF ELECTIONS.

- 1. The exit poll cannot be conducted in the polling place or inside the room where the voting machines and inspector tables are housed.
- 2. The exit poll must be conducted outside of the polling place. It may be conducted within the 100 foot radius from the entrance to the polling place cited in section 8-104 of the Election Law. However, exit polling may not impede the ingress or egress of voters coming to or leaving the polling place. The organization may not place tables, signs, or any type of barrier to prevent the voters from having free entry or exit to or from the polling place.
- 3. The organization may only do an exit poll of those voters who have already voted and who are leaving the polling place, not of voters entering the polling place.

4. The poll cannot be a verbal poll. It can only be conducted in written form.

Above all, it should be remembered that the Inspectors of election have complete control over the activities in and around the polling place. If any person is disruptive or electioneering, the Inspectors have the right and responsibility to ask the person to stop their activity. If the person refuses to conduct themselves properly, the Inspector may ask law enforcement personnel to remove the person from the area.



WHO CAN CHALLENGE A VOTER?

- 1. An *Inspector*: As an Inspector, you must challenge any voter whom you know or suspect is not legally entitled to vote in your district. Voter must be challenged <u>before</u> they vote.
- 2. Any duly appointed watcher.
- 3. A *qualified voter* in the polling place.

Challenges can be made the following reasons:

- 1. The person's signature does not match the current registration signature.
- 2. The person is believed not to reside at his or her registered address.

If the voter insists that he is entitled to vote:

- a) You may let the person vote on a paper ballot, which they will seal in an **Affidavit envelope**: <u>OR</u> (if the voter insists that he or she wants to vote on the machine):
- b)Tell the voter that he or she may appear before a Supreme Court Judge in Mineola to seek a court order enabling him or her to vote on the machine.

Follow carefully the steps indicated on the Challenge Form.

- If the challenge is based on knowledge or belief that the person has moved, you need ask only whether he still resides at the address from which he is registered. (Note: a move within an apartment house, or within the same E.D., is just as much a move as any other.)
- If the person denies he has moved, and a majority of Inspectors is satisfied and the challenge is withdrawn, he may vote on the voting machine. If they are not satisfied, or the challenge is not withdrawn, and applicant persists in his claim to vote, administer the

<u>Qualification Oath</u> (Item 4 on the Challenge Form). Remind the voter that false statements are punishable as perjury.

- Even if he admits he has moved, if he persists, the Inspectors must administer the Qualification Oath. If the person takes the oath and answers the questions, they MUST be allowed a ballot to vote on the machine, even if they may be perjuring themselves.
 - If the voter refuses to answer the questions or take the oath, they may **not** be allowed to cast their vote on the voting machine.

After a Challenge: Make an entry in the Challenge Report.

CHALLENGE REPORT NASSAU COUNTY				
Date of Election	A.D	E. D	Town/Ci	ty
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CHALLENGE REPORT **NASSAU COUNTY**

	(Continued)
USE THIS SPACE FOR ADDITION	NAL NOTES TO THE BOARD OF ELECTIONS: IF NECESSARY
	INSPECTOR CERTIFICATION
THIS CHALLENGE REPORT; THAT SAME WERE ADMINISTERED THE HAVE SWORN THAT THEY NEED	N INSPECTORS DO HEREBY CERTIFY THAT WE HAVE COMPLETED IT IT CONTAINS THE LIST OF PERSONS CHALLENGED; AND THAT E REQUIRED OATH; THAT IT CONTAINS THE LIST OF VOTERS WHO LED ASSISTANCE; AS WELL AS THOSE SWORN PERSONS WHO AND THAT ALL ENTRIES ARE TRUE AND ACCURATE RECORD OF ECTION DAY.
INSPECTOR SIGNATURE	INSPECTOR SIGNATURE
INSPECTOR SIGNATURE	INSPECTOR SIGNATURE
INSPECTOR SIGNATURE	CHAIRPERSON SIGNATURE



PRIMARY ELECTION

DO NOT let a person vote in the primary of a party in which he is not enrolled.

Enrolling in a political party means that you have chosen to be a member of a political party. There are five constituted parties in NY State (Democratic, Republican, Independence, Conservative, and Working Families).

In a PRIMARY ELECTION, a person can vote only in the party in which he or she is enrolled.

If there is more than one party primary, and a voter is qualified to vote in one of the primaries, after the voter signs the poll ledger, give the voter the appropriate colored BALLOT to match their party enrollment.

There will be separate **color-coded ballot pads** for each party represented in a primary.

Additionally, there may only be one poll ledger book for the Democratic Party, one for the Republican Party and possibly one containing the Independence, Conservative and Working Families parties.

The DS200 Scanner and the AutoMARK Ballot Markers have been programmed to recognize the different ballots.



VOTING PROCEDURES

How to Vote Electronically

Electronic voting still requires many of the same procedures as used in the past.

- 1. Look up the voter's name in the Poll Ledger Book First & Foremost.
- 2. Voter signs the ledger sheet. Check ID of first time voters who registered by mail that have an **ID** icon next to their name (see Chapter 5).



IF there is no voter signature, but the voter is in the book, have them only sign once in the normal right hand column.



- 3. Carefully remove the first ballot from the pad (leaving stub attached to the pad) and place in the privacy sleeve for the voter and show them how to mark the ballots.
 - 4. Record the ballot stub number by their name in the poll book under the Public Counter Number.
- 5. Both a Republican & Democratic Inspector must initial in the box provided.
 - 6. Direct voter to a privacy booth to mark the ballot for the candidates of their choice.
 - 7. Advise voter that they are to return to the DS200 Scanner by the table when they have competed marking their ballots.

REFERENCE GUIDE FOR INSPECTORS

8. If the voter is not able to mark a ballot and requires the assistance of a Ballot Marking Device (BMD), give the voter a ballot in a Privacy Sleeve and notify the Poll Coordinator.



- The Poll Coordinator will bring the voter to the AutoMARK Ballot Marking device
- The voter will be instructed by the Poll Coordinator how to use the AutoMARK to mark their ballot
- When the voter has finished marking the ballot with the AutoMARK, the ballot is printed.
- The Poll Coordinator will escort the voter back to the Election District DS200 to cast their ballot.

Chapter

SPOILED BALLOTS – FLED BALLOTS

Spoiled Ballots

If a voter has made a mistake on a ballot, whether making the wrong choices, extraneous marks or over-voting, the ballot is considered **SPOILED**, a replacement ballot can be issued.

PLEASE NOTE: There is a maximum of three (3) ballots per voter.

Ballots can only be replaced when the original is returned. When a voter requests a replacement ballot, they must return the original ballot, even if it is folded or ripped.

To replace that ballot,

- 1. <u>Have the voter</u> stamp the ballot "**SPOILED**" with the stamp provided in your supplies.
- 2. After stamping the ballot, <u>have the voter</u> fold the ballot and place it in the sealed **BLUE SPOLED BALLOTS** Bag.
- 3. Find the voter's name in the Poll Ledger Book.
- 4. Cross out the ballot number of the previous ballot in the Public Counter box (by drawing one line through it).
- 5. Gently remove the next ballot from the ballot pad.
- 6. Write the new ballot number by the one crossed out.
- 7. Bipartisan team initials the changed ballot number.
- 8. Place the ballot in the privacy sleeve and direct the voter to the privacy booth to mark their ballot.

Cross off the next number under the SPOILED Ballot
 Numerical Check-Off List on the back page of the Return of
 Canvass to account for the replacement ballot.

Fled Ballots

If, in the course of the day, you find a ballot abandoned at the privacy booths, on the floor or any other area in the polling location, the ballot is considered a 'FLED BALLOT' and must be 'SPOILED.'

- Look for the T/AD/ED on the Ballot and return the ballot to that Election District.
- A bi-partisan team will stamp the ballot 'SPOILED' and place it (folded) in the sealed BLUE SPOILED BALLOTS bag.
- Cross off a number on the Spoiled Ballot Numerical Check-Off List on the Return of Canvass to account for this ballot.

SPOILED BALLOT NUMERICAL CHECK-OFF LIST INSTRUCTIONS: cross out one number as each SPOILED bailot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass Example: 1 1 8 4 6 7 8 9 10 11 12 13 14 15 16 17 18 19 2021 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 3839 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

If however, a ballot is found near, on top of or in the DS200, then that ballot can be scanned into the DS200.

- A bi-partisan team from the Election District will scan the ballot into the DS200.
- In scanning this ballot, should there be an over vote or under vote, the ballot must be ejected from the machine and placed in the sealed GREEN UNSCANNED BALLOTS Bag.

 Cross off a number on the Un-Scanned Numerical Check-Off List on the Return of Canvass to account for this ballot.

UNSCANNED BALLOT CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Example: A A S A S A S A S S EXPENSIÓN - REPRESENCY BUILDING SUBJECT S



Inspector Assistance by the DS200

One Inspector should be standing *nearby* the DS200 Scanner to monitor voter flow to the scanner, ensuring voter privacy and to answer any questions if necessary. **Do not stand on top of or behind the voter**.



<u>Place</u> the DS200 with its back to the voters on line in order to provide privacy to the voter casting their ballot. *However*, please make sure that the cords do not present a safety hazard. Use a chair to cover the cords and to prevent people from walking over them.

 Advise voters as they are called to cast their vote to wait for the screen to display the 'Thank You Message – their vote has been counted' before leaving the Scanner.



 Remind them to return the privacy sleeve to the Inspectors at their Election District table.

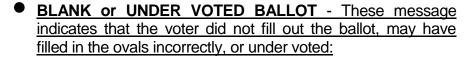
DS200 MESSAGES APPEAR ON THE SCREEN

Voters casting their ballots may not have completely filled out their ballots, or have completed them incorrectly. In that event, they may see messages displayed on the scanner's screen.

Some of these messages may include:



- Blank Ballot or Under voted
- Over voted
- Errors Under voted & Over voted



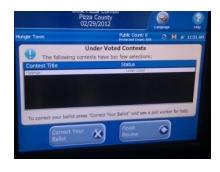
- 1. The voter has the option to 'CORRECT YOUR BALLOT' if their intention was not to submit a blank ballot; or
- 2. The Voter can "CAST BLANK BALLOT", if they did want to cast it blank.
- 3. If the voter receives a message stating "UNDER VOTED CONTESTS' the voter has the option of selecting "Correct Your Ballot" to complete marking the ballot. The DS200 ejects the ballot and the voter would return to the privacy booth to make the corrections.
- 4. After the corrections are made, the voter returns to the DS200 to cast the ballot. If there is a line, they would go to the end of the line.
- 5. If the voter did not want to vote in those races or to complete the ballot, they may select "CAST YOUR BALLOT WITH MISTAKES."

If the voter did not want to correct or complete the under votes, their ballot will be scanned and tabulated for all the races except the offices in which there were no candidates selected.



- 1. The voter has the option of getting a new ballot by selecting "CORRECT YOUR BALLOT" or to "CAST YOUR BALLOT WITH MISTAKES" without correcting it.
- 2. If the voter selects "Correct Your Ballot", the DS200 ejects the ballot; the voter would return the ballot to the Election District to which they belong. The Inspector would give the voter the SPOILED stamp to stamp the ballot, voter would fold it and place it in the BLUE SPOILED BALLOTS Bag

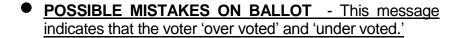




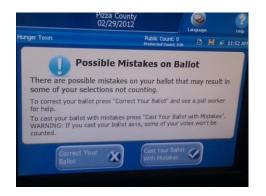


- 3. The Inspector would take a new ballot from the pad, record the new ballot number by their name, give the voter a new ballot in the privacy sleeve; and tells the voter to go to the privacy booth to complete the new ballot.
- 4. After the voter completes the new ballot, the voter returns to the DS200 to cast their ballot. If there is a line, they would go to the end of the line.

If the voter did not want to correct the over votes, their ballot will be scanned and tabulated for all the offices except the ones that contained over votes.



- 1. The voter has the option of reviewing where they over voted and where they under voted; or
- 2. The voter can have the ballot returned to correct the errors.
- 3. If the voter wants to review his errors, they would select **REVIEW ERRORS**. The DS200 will display the under voted and over voted races separately.
- 4. OVER VOTE —the races in which the voter over voted will be displayed. The voter has the option of getting the ballot back and getting a new ballot by selecting 'CORRECT YOUR BALLOT,' or, casting the ballot without correcting it, by selecting 'CAST YOUR BALLOT WITH MISTAKES'. If the voter selects 'CAST' the screen will re-display the Error screen with the over and under voted list. This gives the voter another chance to get the ballot back, to review the errors or to continue. If the voter wishes to continue, they would once again select REVIEW ERRORS. The screen will now advance to the under voted races.
- UNDER VOTE the races in which the voter under voted will be displayed. The voter has the option of getting the ballot back and completing the races in



Remember:

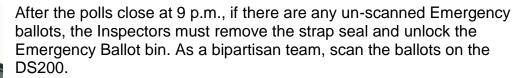
If a voter chooses to cast their ballot without making corrections, their ballot will be scanned and tabulated for all the offices except for those that were over voted and/or under voted.

which candidates were marked by selecting 'DON'T CAST - RETURN BALLOT' or selecting ACCEPT to accept the ballot without completing it. If the voter selects 'ACCEPT' the screen will redisplay the Error screen with the over and under voted list. This gives the voter a final chance to get the ballot back, review the errors or to cast the ballot without the corrections.

Chapter

CLOSING THE POLLS

Any voter who is on line to vote at 9 p.m. must be allowed to vote.



- If the ballot is under voted or over voted, eject the ballot and place it in the sealed GREEN UNSCANNED BALLOTS Bag.
 - Cross off the next number on the Un-scanned Ballots Check-Off List on the Return of Canvass to account for the ballot.
 - Re-lock the Emergency Bin door. You do not have to put another seal on the door.



EMERGENCY BALLOTS

The Inspector shall close the DS200 Voting machine in the presence of the Watchers and all other persons who may lawfully be within the polling place. USE THE OPENING AND CLOSING HANDBOOK TO CLOSE THE DS200



- Remove or break the Sticker tape seal over the access door of the DS200.
- 2. Use the barrel key to unlock the door to reveal the **CLOSE POLL** button.
- Press the CLOSE POLL button ONLY.
- 4. The DS200 will prompt you to press 'Close Poll' on the screen.

- 5. Two Results Tapes will print.
- 6. The DS200 will prompt you to turn off the machine by pressing 'Finished – Turn Off.'

The DS200 will power down, the monitor will turn black and the Power button inside the compartment will go off.

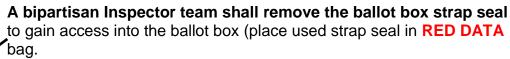


- 1. A bipartisan team shall remove the USB Flash Drive **ONLY AFTER** the DS200 has powered down.
- Place the USB Flash Drive in the unsealed RED DATA Bag front flap (where the license plate is).
- Close, lock and re-seal theFlash Drive compartment with a new



sticker seal that can be found in the RED DATA bag.

- Record seal number on the Seals Report of the Return of Canvass.
- 5. Turn machine around and remove the privacy screens from scanner.
- 6. Unlock back compartment and unplug the machine.
- 7. Wrap the cord neatly and place back into the compartment of the machine. (*Place extension cord inside DS200, please see step 7 below*).



- 1. Remove the **BLUE** bin from the Ballot box.
- Open the flaps of the Blue bin and place the UNUSED BALLOT PADS and stubs on top of the cast ballots.
- 3. Close the flaps on the **Blue** bin and lock it with the silver key.
- 4. Take a strap seal out of the **RED DATA** Bag and thread it through the slots of the **Blue** bin.





REFERENCE GUIDE FOR INSPECTORS



- 5. Record the strap seal number on the Seals Report of the Return of Canvass.
- 6. Return the Blue bin to the Ballot box.
- 7. Place privacy screens (*from scanner*) and extension cord (*if used*) on top of the **Blue** bin.
- 8. Lock the Ballot Box Door with the silver key.
- 9. Place a new strap seal through on the ballot door.
- 10. Record strap seal number on the Seals Report of the Return of Canvass.

To Lock up the DS200



- 1. Put the monitor down gently.
- 2. Lock the monitor in place using the barrel key.
- 3. Put down the top cover of the DS200 machine.
- 4. Clasp the lid together.
- 5. Lock the lid, using the silver key.
- 6. Put a new strap seal through the small round brackets alongside the clasp on the left (seals are in the **Red Data** bag).
- 7. Record the new strap seal number on the Seals Report.
- 8. Place the keys in **RED Data** bag.

Election Results

When the DS200 was closed, two Results Tapes printed. The tapes reflect the tabulated results. By Law, you must read off the results. All the Inspectors shall sign the Results Tape. Affix one Results Tape to the wall or table for viewing **BUT** remove before leaving the polling location (and place it in the **RED DATA** Bag).

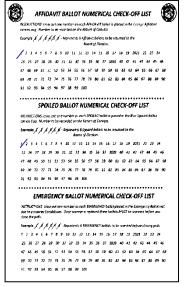
Record the following information on the Return of Canvass:

- The new Protective Counter Number (found on the DS200 screen).
- 2. The Public Counter Number (on Results Tape).
- 3. Number of voted and scanned ballots (on Results Tape).

Both Public and Protective numbers can be found on the screen of the DS200. Compare the numbers to your Results Tapes.



REFERENCE GUIDE FOR INSPECTORS





- 4. Number of **SPOILED** Ballots (on Check-Off list).
- 5. Number of **AFFIDAVIT** Ballots (on Check-Off list).
- 6. Number of Un-scanned Ballots (on Check-Off list).
- 7. Number of **Court Orders** (if any).
- 8. Total Number of ballots (add #3-#7).
- Number of the <u>last</u> ballot removed from the ballot stub (this number should equal the number of ballots used during the Election Day). See chapter 15, for more details.
- 10. Bipartisan team signs the Return of Canvass Closing Report.
- 11. Neatly fold Results Tapes and place in the Red Data Bag.
- 12. Remove a tab seal for the **RED DATA** Bag.
- 13. Record the tab seal number on the Seals Report.
- 14. Bipartisan team signs the Return of Canvass Closing Report.
- 15. Place Report in the **RED DATA** Bag.
- 16. Before sealing the bag, make sure the USB Flash Drive, all used seals, keys (including the Auto**MARK** Cart key, if it was originally in the Data Bag) and Return of Canvass Report are in the bag.
- 17. Seal the **RED DATA** Bag with the tab seal (*seal fits in slot by zipper*)

There will be NO Absentee Ballots at the polls. Please do not accept absentee ballots.

Be sure to enter on Return of Canvass the machine protective counter numbers as of the closing of the polls. These numbers are essential for the official canvass.

Chairperson will return the RED DATA BAG and the suitcase with all supplies to the police precinct. Please return these supplies ON ELECTION EVENING as soon as all the votes have been properly canvassed and recorded. Please have the RED DATA Bag <u>OUT</u> of the suitcase so you are prepared to hand the RED DATA bag directly to the officer on duty.

Remember, we cannot tabulate the votes until we have the Red Data Bag.

You do not have to call your results into the BOE.



COUNTY OF NASSAU Return Of Canvass



Return Of Canvass				
Town or City: Assembly Distric Poll Location:	t Election District	:		
	Opening of Polis			
Protective Counter Number,	At Opening:			
Public Counter Number on C	Optical Scanner At Opening:			
Number of Ballot Pads Delly	ered: Number Se	quence from 1 through:		
	Closing of Polis			
DO NOT REMOVE DATA ST	TICK FROM SCANNER UNTIL A			
A. Number of Court Orders pr	AND MACHINE POWERS OF	<u>r</u>		
B. Protective Counter Number				
	n Optical Scanner At / using:			
D. Number of Spolled Ballots		(y none write "0")		
E. Number of Affidavit Ballots		(If none write "0")		
F. Number of unscanned E	mergenc, % 145	(if none write "0")		
G. TOTAL NUMBER OF E	i /L OTS	(Add lines C D E and F)		
Number on next seguental u	O ter uan stub			
WE, THE INSPECTIONS OF CERTIFY THAT THE ABOY EVERY PARTICULANTIAL LOCKED AND SEALED AGA	Nux Sign at Opening and Close LECTIONS OF THIS ELECTION AND THE FOLLOWING STATE THAT DURING THE EXAMINAT AINST OPERATION, AND THAT HED THE INTERIOR OF ANY M	IN DISTRICT, HEREBY EMENTS ARE CORRECT IN TION, EACH MACHINE WAS NO INSPECTOR OR		
Inspectors of Election at Op	ening inspectors	s of Election at Closing		



EVERY BALLOT COUNTS

At the end of the night the number of all ballots given out should add up.

The Ballot pads, which were removed from the Blue Bin in the Ballot box at the beginning of the day, are numbered. These numbers – beginning number of the first pad to the ending number of the last pad – must be recorded on the Return of Canvass when opening the polls.

As each voter signs the Poll Ledger Book,

- A ballot is removed from the Ballot pad.
- The number on the Ballot pad for that Ballot is recorded in the Public Counter # by the Voter's name that both a Republican and Democrat initial.

If you have a Court Order Voter, record the number of Orders received on the Return of Canvass Report for Court Orders

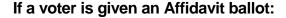
 Put all court orders in the back of the Poll Ledger Book for return to the Board of Elections

If a voter is given a Replacement ballot:

The original Ballot number is crossed out and the new ballot number is recorded in the Public Counter number (& initialed by both a Republican and Democratic Inspector). If the voter uses more than one, this process is repeated. Maximum number of ballots =3.



- The returned or SPOILED Ballot is placed in the BLUE SPOILED BALLOTS Bag.
- A number is crossed off the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass.





- The Affidavit Box on the Ballot Pad stub of the Ballot given to the voter is checked off.
- A number is crossed off the AFFIDAVIT BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Affidavit Ballot Envelope is placed in the ORANGE AFFIDAVIT BALLOTS Bag.

If a ballot is found and considered a FLED Ballot:

- A number is crossed off the SPOILED BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Ballot is stamped SPOILED and placed in the BLUE SPOILED BALLOTS Bag.



If a ballot cannot be cast in the DS200 because it must be ejected from the scanner when a bi-partisan team attempted scanning the ballot (e.g. Emergency Breakdown, ballot left on the scanner, or ballot left with an Inspector):

- A number is crossed off the UN-SCANNED BALLOT CHECK-OFF LIST on the Return of Canvass.
- The Ballot is placed in the **GREEN UN-SCANNED**BALLOTS Bag

Adding it all up

Add to the Public Counter Number, the:

- 1. Number of Court Orders; (if any)
- 2. Number of Spoiled Ballots;
- 3. Number of Affidavit Ballots; and
- 4. Number of Un-Scanned Ballots

The sum of all these numbers should add up to the number of ballots removed from the pad and given to voters during the course of the day.

PLACE UNUSED BALLOT PADS AND STUBS INSIDE THE BLUE BIN OF THE BALLOT BOX OF THE DS200

Check-Off List on the Return of Canvass



AFFIDAVIT BALLOT NUMERICAL CHECK-OFF LIST



INSTRUCTIONS: cross out one number as each AFFIDAVIT ballot is placed in the Orange Affidavit canvas bag. Number to be recorded on the Return of Canvass

Example: 1 1 15 6 - Represents 6 Affidavit ballots to be returned to the Board of Election.

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SPOILED BALLOT NUMERICAL CHECK-OFF LIST

INSTRUCTIONS: cross out one number as each SPOILED ballot is placed in the Blue Spoiled Ballot canvas bag. Number to be recorded on the Return of Canvass

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*UNSCANNED BALLOT NUMERICAL CHECK-OFF LIST ***

INSTRUCTIONS: cross out one number as each EMERGENCY ballot placed in the Emergency Ballot slot due to a scanner breakdown. Once scanner is replaced these ballots MUST be scanned before you close the polls.

Chapter 6

Seals Verification Report

SEALS	REPORT			
		SEALS AT POLL	-OPENING AND	POLL-CLOSING
RED	BAG Seal	number on bag at	opening:	
		Seal Number Applied at BOE	At Opening, is seal the same? (Circle One)	Record the Seal that you apply
D8200: (Outside Machi	he and Ballot Bh		
(tranti (tranti D8:		148363.4	Y N	Applied at Closing:
Ballot Bin Door (front/bottom of D 8200)		140.600	Y X	Applied at Coening:
				Applie at Closing:
Blue Ba	illot Bin	64111	Y N	Applied foring:
	ire Seal, Left face machine)	2016	YX	Original 8es / 'ever Re 'oved
	re Seal, Right face machine)	ans .	N.Y	Original Seal Is Never Removed
D8200:1	incide the Lid			At closing record the seal#
Green st	loker seal	1917 ·	N	
Red cticker ceal 36627		30 527	Y N	Original Seal is Never Removed
Emerge	noy Ballof "in			8EAL at CLOSING and RECORD #
Doo Emerge	r to noy 8 lot			
The Bag	s: Record The	See is Ad-Jhe-End-Of-Ji	te Night	At closing record the seal#
Green	8 lot End	Apply and rec	ord at closing.	
Bag	Zipper End	Never Removed	Record at closing.	
Blue	8 lot End	889.0.899.089	909.95.5/95/09.	
Bag	Zipper End	Never Removed,	Record at closing	
Orange	81ot End	Apply and rec		
Bag	Zipper End		Record at closing	
	Zipper End	Apply and reco	ord at closing	I

Seals have been placed on the DS200 and Ballot Bags.

Please follow the Instructions on the Seals Report. It will direct you to do two things:

- As part of your Opening
 procedure, you will confirm that
 the seals affixed by the Board are
 the same seals that arrived at
 your Polling site; and
- Each time you add or change a seal, you will record the new seal number.

Record the numbers in the appropriate box; a Republican and Democrat must sign the Report at the Opening and Closing of the Polls.

It's in the Bag

An assortment of bags will be in the suitcase. Each bag has a purpose as defined below:



Red 'DATA' Bag

- Do Not Remove tab seal until Election Day
- Bag remains unsealed until Closing
- Contains keys, seals and Return of Canvass
- Used for Opening/Closing Results tapes
- Used seals will be placed inside
- Return of Canvass will be placed inside at Closing, along with keys
- USB Flash Drive placed in front flap of bag at Closing
- Sealed with Security Tab Seal after recording Seal number on Seals Report
- Red Data Bag is given to assigned Police Precinct after closing polls





- Bag will be sealed DO NOT REMOVE TAB
 SEAL FROM THE ZIPPPERED END
- Record seal number on Seals Report
- Used for 'Spoiled' Ballots ONLY
- Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing – see below



Orange 'AFFIDAVIT BALLOTS' Bag

- Bag will be sealed DO NOT REMOVE TAB
 SEALFROM THE ZIPPPERED END
- Record seal number on Seals Report
- Used for 'Affidavit Ballots' ONLY
- Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing – see below



Green 'UNSCANNED BALLOTS' Bag

- Bag will be sealed DO NOT REMOVE TAB
 SEAL FROM THE ZIPPPERED END
- Record seal number on Seals Report
- Used for Ballots that have not been scanned ONLY; this could be as a result of an Emergency Breakdown or in the event of Ballot left near DS200 without being cast
- Seal at slot end of the bag with Tab Seal before placing in the suitcase at Closing see below



Remember to record the tab seal number placed at slot end of Bags on the Return of Canvass

Tab seal placed in slot end of Security Bag

*** CONFIGURATION REPORT *** 11:12 AM September 17, 2010 Unit Serial Number: 0209360988 WOTING DEVICE INFORMATION HARDWARE CONFIGURATION Current Time Date: 11:12 AM September 17, 2010 Time Zone: America/New_York Diverter Status: Not Detected Touch Screen: OK Power Source: AC Battery Charge: 100% Modem Status: Not Detected Available System Log Storage: 27 MB Available Ballot Storage: 3808 MB Available Backup Storage: 0 MB Paper Processing Engine: 2.1.0.0 Hardware Abstraction Engine: 2.1.0.0 Tabulation Engine: 2.1.0.0 Scanning Engine: 2.1.0.0 Presentation Engine: 2.1.0.0 Scanner Firmware: 2.13.0.0 Power Management Firmware: 1.2.2.0 Operating System Version: 2.1.0.0 Firmware Last Updated On: Thu Mar 18 17:15:19 UTC 2010 Protected Count: 475 ELECTION QUALIFICATION INFORMATION Election Name: D9GCRT Election Date: 2009-05-15 Election Qualification Code: 87e6f90c ELECTION LOADED ELECTION STATUS Poll Opened Date: September 17, 2010 Poll Opened Time: 9:47 AM Poll Closed Date: September 17, 2010 Poll Closed Time: 9:51 AM Poll Status: Not Open Public Count: 0 ELECTION INFORMATION Jurisdiction Name: Acceptance Test Landscape Election Description: Acceptance Test Landscap Election Date: May 14, 2009 Poll Place ID/Name: 108001/Building 3 Election Type: GENERAL Number of Election Districts BALLOT INFORMATION Ballots By: Election District Ballot Height: 19.0 Ballot Width: 8.5 Ballot Rows: 70 Ballot Columns: 24

Ballot Art Work: OSIM
Target Type: oval

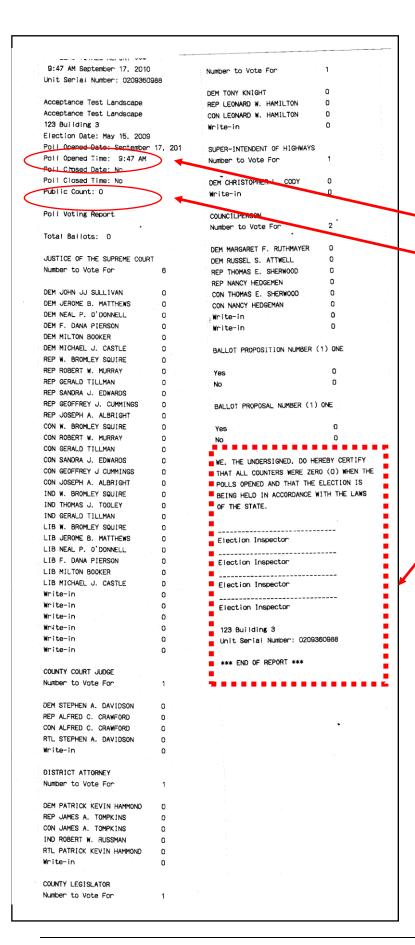
ELECTION SETTINGS
Ability to Re-open: Yes
Number of Zero Tapes to Print: 1
Number of Result Tapes to Print: 1
Print Event Log on Close: No
Transmit Results on Close: No

SAMPLE CONFIGURATION REPORT

Configuration Report lists:

- Voting Device Information
- Protected Count record on
 Return of Canvass
- Public Count record on Return of Canvass
- Polling Location confirm information for accuracy
- ❖ Fold neatly & Place in Red Data
 Bag

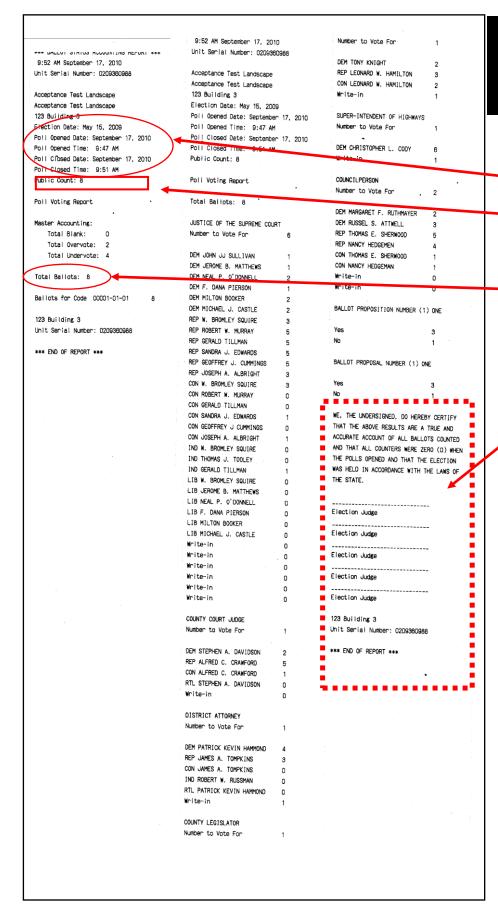
^{*} Time shown is an example only



SAMPLE ZERO REPORT (Opening Tape)

Zero Report lists:

- ❖ Time Machine was opened*
- Public Count should be the same as listed on Configuration
 Report
- Itemized list of Offices
- List of candidates in Party Order
- '0' ballots cast by each candidate
- Signature lines for all Inspectors of ED to sign
- Fold neatly & Place in Red Data
 Bag



SAMPLE RESULTS TAPE

- Opening & Closing Time of Poll
- Public Count record on Return of Canvass
- Total Number of Ballots cast –
 record on Return of Canvass
- Offices and Candidate Results
 read out loud each of the results
- 'Signature lines for all Inspectors of ED to sign
- Fold neatly & Place in Red Data
 Bag

GLOSSARY

Absentee Ballot

Paper ballot permitting qualified voter to vote in a general, primary or special election if they are absent from the county on election day; confined by illness or disability or confined by court action for other than a felony conviction.

Affidavit Ballot

Paper ballot used for previously registered voter whose name is missing from Poll Book. Voter who has moved WITHIN the county and has not reregistered or, in a primary election, for a voter claiming enrollment in a party other than that listed in the Poll Book. Used with the Affidavit Envelope.

Bipartisan

One inspector from each political party represented at the polls, i.e. one representing the Republican Party and one representing the Democratic Party.

Board of Inspectors

All inspectors assigned to an individual Election District.

Canvass

The tally of all votes (paper ballots and voting machine) at the close of the polls.

Certification

Inspectors will be certified every year.

Chairperson

Appointed annually.

Court Order

Written instructions, issued by a Judge assigned to hear cases on Election Day.

Challenges

A voter's qualifications can be challenged at the polling site by an Inspector, a Poll Watcher, or any registered voter who is properly voting at that polling site.

Custodian/Technician

Board of Elections personnel assigned to a particular area on Election Day. Available to service voting machines and, together with Police Department personnel, assist Inspectors at polls.

Designated Area

Area within Election District, at polls, containing the voting machine and Inspector's table.

Election District

Individual table within the Polling Place designating location for voting. Determined by geographic area.

Electioneering

Attempting to influence voters by word or action.

Emergency Ballot

Ballot cast through the Emergency Bin ONLY WHEN VOTING MACHINE is not operable.

Fled Ballot

A ballot abandoned in the polling location. Must be returned to the ED from which it came to be SPOILED.

Inactive List

Lists voters who we have reason to believe have moved. Buff cards are not in ledger book.

Inspectors Remarks

To report information that was obtained on day of election, i.e. voter deceased, moved, etc.

Mango Envelope

Name of envelope in which election documents are returned to BOE.

Oath of Office

To be completed by Inspectors: Names and addresses of permanent and temporary Inspectors.

Organization of Board of Inspectors

To be completed on Election Day for permanent Inspectors only.

Over Vote

The DS200 Scanner found that the voter marked/selected more candidates than permissible.

Poll Roster

Book containing the names, addresses, etc. for all registered voters in an Election District who are eligible to participate in this election.

Poll Watcher

Individual appointed by a political party or individual candidate who appears on the ballot, to observe a particular election district on Election Day; must present a completed Watcher's Certificate to the Board of Inspectors.

Polling Place

Building where voting takes place. It may contain one or more Election Districts.

Propositions

Propositions, if any, are listed on the back of the ballot.

Protective Counter

Number of times a Voting Machine has been voted on since it has been placed in service.

Public Counter

Number of times a Voting Machine has been voted on in the current election.

Return of Canvass (White Form)

This form is to be completed by Inspectors at the beginning and end of the day. Used to record public and protective counter numbers and seal numbers. SPOILED, AFFIDAVIT, and UN-SCANNED Ballots totals are tallied on this return.

Seal

Sticker tapes, tabs and strap seals placed by the Board of Elections on the DS200, Blue Tote Bin, Security Bags and AutoMARK.

Seminar

Training session for Election Inspectors.

Spoiled Ballot

A ballot that cannot be cast because of errors, the voter changing their mind, or the ballot was abandoned.

Under Vote

The DS200 found that the voter did not mark/select all the offices on the ballot.

Write-In Vote

Permits the voter to cast a vote for anyone not listed on the Ballot.

Index

A	DS200 Scanner2, 23, 37, 39, 41 DS200 Messages37
Absentee Ballots44	Errors
Accounting for Ballots46	Over Vote37-39
Appointment of Inspectors5	Under Vote37-39
Affidavit Voting18	DS200 Opening2
Affidavit Ballots 14,18, 40, 43, 47, 48	DS200 Closing40
Affidavit Ballot Procedures18	Close Poll Button40
Affidavit Check-Off List 18, 43, 47	Locking DS20042
Affidavit Envelopes 1, 18,19 47	Powering Down41
Affidavit Envelope Samples21	Duties6
Notice to Voters20	
Signing Affidavit Envelopes18	
Assistance to Voters23	E
Assistance Procedures23	Election Code1
Oath of Persons Assisting24	Electioneering25
AutoMARK 30, 33, 33, 43	Election Results42
	Emergency Ballots12
В	Emergency Bin 3, 12, 40
	Errors12, 37, 39
Bags, Security51-53	Exit Polls25-26
Red Data Bag51	
BI1e SPOILED Bag52	F
Orange 'AFFIDAVIT' Ballot52	•
Green 'UN-SCANNED' Ballot52	Fled Ballots34
Ballot Box	Found Ballots47
Ballot Marking Device	
Ballot Pads	G
Color-Coded Ballot Pads31	
Blank Ballot Error	Glossary
Blue SPOILED Bag 1, 34, 35, 38, 47, 52	Green UNSCANNED Bag1, 12, 13, 35, 40, 48, 52
Blue Tote Bin3, 41	
C	ID loop 14 22
Candidates25	ID Icon14, 32 Identification Requirements14
Challenges27	Proofs15-17
Procedures27	Index59
Challenge Reports	Inspector Assistance37
Check-Off List	Inventory1
Close Poll Button40	inventory
Closing the Polls40	
Conduct of Election10	M
County Committee Members25	Media25
Court Orders20, 46	1001a20
253.1 3140.0	
D	O
D	Opening Polls1
DS200 Assistance	Setting Up Polls2
-, -, -, -, -, -, -, -, -, -, -, -, -, -	· · · · · · · · · · · · · · · · · ·

Opening Report2	Seals3, 12
Orange AFFIDAVIT Bag 1, 19, 47, 52	Seals Verification Report
Organization of the Board5	12, 40, 41, 43, 44, 51, 52
Sample Organization7	Setting-Up Polling Place2
Sample Oath8	Social Security Numbers5
Over Votes 12, 35, 38	SPOILED Ballots34, 35, 43, 47, 48, 52
	SPOILED Check-Off List34, 35, 49
P	SPOILED Stamp
Γ	Supplies1
Payroll3,9	
Poll Coordinator 3, 19, 23, 33	Т
Poll Ledger Books 1, 34, 46	I
Poll Watchers10	T/A/D19, 35
Poll Watcher Certificate11	Translators9, 23-24
Polling Place Set Up2	
Signs2	U
Primary Election31	U
Privacy Booth 18, 32	Under Votes12, 35, 38
Privacy Sleeves 1, 32, 34	Un-scanned Ballot44
Protective Counter Number2, 42	Un-Scanned Check-Off List12, 36, 40, 47, 49
Public Counter Box 32, 34	Un-used Ballots41
Public Counter Number 2, 32, 42, 47, 48	USB Flash Drive41, 43, 51
R	\/
	V
Red Data Bag	Voter Assistance23
Replacement Ballot	Voter Machine Trouble12
Results Tape	Voting Electronically32
Return of Canvass 2, 4, 42 – 43, 51	Voting Procedures32
S	7
Comple Dellete	Zara Daguita Danart
Sample Ballots2	Zero Results Report2



62		